

Industry Curriculum Framework  
Information Package

# **Hospitality**

## **2008**

Current as at 31st July 2009

Please ensure that this is the most current version of this document by referring to the online version at [https://detwww.det.nsw.edu.au/directorates/vet\\_schools/vet-in-Schools/frameworks.html](https://detwww.det.nsw.edu.au/directorates/vet_schools/vet-in-Schools/frameworks.html)



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This section must be read in conjunction with the:

- Board of Studies Hospitality Syllabus (Parts A & B)
- Board of Studies ACE Manual
- Workplace Learning Handbook

The following information is provided for the Hospitality Curriculum Framework:

- Teacher training requirements
- Assessor qualifications
- Using qualified assessors
- Resource/equipment requirements
- Quality assurance requirements

## **Checklists**

1. Teacher qualifications
2. AQF VET qualifications
3. Resources/equipment
4. Student work placement
5. Student assessment

# Teacher training requirements

## Requirements to enter the program

Teachers will be accepted into the training program with a teaching qualification with one or more of the following:

- Qualification to teach Home Science or Home Economics

or

- A degree with a major (ie three years of degree level study) in food technology

or

- Certificate II or higher level qualification in hospitality/cookery.

Teachers who do not meet this entry requirement, but who have recent and relevant industry experience and/or qualifications aligned to the units of competency to be delivered, may seek entry to the training by providing documentary evidence of this. Recent experience is defined as within the last five years.

All teachers accepted for entry into the training program will be required to undertake the orientation program. Teachers with recent and relevant industry experience and/or qualifications may also seek exemption from other components of training by the provision of documentary evidence.

### Plus

Eligibility to teach the nominated units of competency is achieved on:

- recognition of individual qualifications, industry experience or other training

and

- satisfactory completion of the approved training program.

## Approved training program – Hospitalsity (Commercial Cookery)

Teachers completing this training program are eligible to deliver and assess the Hospitalsity 240 hour course (commercial cookery stream) in the industry curriculum framework subject to the scope of their Registered Training Organisation (RTO).

<b><i>Approved teacher training program</i></b>	<b><i>Duration</i></b>
<b>Orientation</b> Curriculum framework/syllabus orientation, competency based teaching and assessment, facilitating workplace learning.	2 days
<b>Industry specific training for Certificate II in Hospitalsity (Kitchen Operations) SIT20307</b>	5 day integrated training program at TAFE
<b>Skills Development</b> Teachers are provided with guidelines for placement during the orientation program.	Up to 6 days (see Holistic unit <sup>1</sup> below)
<b>Assessment</b>	1 day
<b>Certificate IV in Training and Assessment (TAA40104)</b>	Flexible



<sup>1</sup> Training may be 4 or 6 days, depending upon whether or not the Holistic unit is to be delivered.

Teachers completing this training program are eligible to deliver and assess the following units of competency from *SIT07 Hospitality, Tourism and Events Training Package* that appear in the Hospitality Curriculum Framework course. The codes indicate:

- \* Core units for Certificate II in Hospitality (Kitchen Operations)
- ^ Core units for Certificate II in Hospitality
- # Compulsory or elective units for the Hospitality Curriculum Framework (240 hours) course
- ~ Compulsory for 240 hour Hospitality HSC course Commercial Cookery Stream
- ∞ Elective for Certificate II Hospitality
- € Elective for Certificate II Hospitality (Kitchen Operations)
- ✓ Elective for 240 hour Hospitality HSC course

<i>Unit</i>	<i>Code</i>	<i>Page/s</i>
SITHIND001A Develop and update hospitality industry knowledge	* ^ #	20 & 41
SITXCOM001A Work with colleagues and customers	* ^ #	20 & 41
SITXCOM002A Work in a socially diverse environment	* ^ #	21 & 42
SITXENV001A Participate in environmentally sustainable work practices	#	21 & 42
SITXOHS001A Follow health, safety and security procedures	* ^ #	21 & 42
SITXOHS002A Follow workplace hygiene procedures	* ^ #	21 & 43

### **Commercial Cookery Stream**

- \* Core units for Certificate II in Hospitality (Kitchen Operations)
- ~ Compulsory for 240 hour Hospitality HSC course Commercial Cookery Stream.
- ✓ Compulsory for 240 hour Hospitality HSC course Food & Beverage Stream

<i>Unit</i>	<i>Code</i>	<i>Page/s</i>
SITHCCC001A Organise and prepare food	* ~ ∞	22
SITHCCC002A Present food	* ~ ∞	24
SITHCCC004A Clean and maintain kitchen premises	* ~ ∞	25
SITHCCC005A Use basic methods of cookery	* ~	27
SITFXSA001A Implement food safety procedures	€ ✓ ~	29 & 44

## Electives for 240-hour course

- \* Core units for Certificate II in Hospitality (Kitchen Operations)
- ∞ Elective for Certificate II Hospitality
- € Elective for Certificate II Hospitality (Kitchen Operations)
- √ Elective for 240 hour Hospitality HSC course
- ± Can count as an elective for either Certificate II qualification

<i>Unit</i>	<i>Code</i>	<i>Page/s</i>
SITHCCC003A Receive and store kitchen supplies	* ∞ √	30
SITHCCC006A Prepare appetizers and salads	∞ € √	30
SITHCCC007A Prepare sandwiches	∞ € √	32
SITHCCC008A Prepare stocks, soups and sauces	∞ € √	33
SITHCCC009A Prepare vegetables, fruit, eggs and farinaceous dishes	∞ € √	34
SITXCOM004A Communicate on the telephone	∞ € √	38
SITXADM002A Source and present information	± √	38
<b>SITHCCC027A Prepare, cook and serve food for food service</b>  This holistic unit of competency SITHCCC027A Prepare, cook and serve food for food service is a core unit of competency for the Certificate II in Hospitality (Kitchen Operations) (SIT20307). It requires collection of direct, indirect and supplementary evidence showing preparation and service of multiple items for a minimum of 12 complete food service periods (shifts). This requirement ensures integration of skills and consistency of performance in different circumstances. It is expected that final assessment of this unit will be conducted following the completion of other units required for the qualification. However, the collection of evidence will take place over a period of time, and may commence before the completion of other required units).	* √	39
In regard to the holistic unit, the TAFE RTO will determine how many service periods are needed depending upon the individual's industry experience		



## Approved training program – Hospitality (Food and Beverage)

Prerequisite training for this course is Commercial Cookery (see above)

### Optional Additional Strand – Food & Beverage

Teachers completing this training program are eligible to deliver and assess the Hospitality 240 hour course (food and beverage stream) in the industry curriculum framework subject to the scope of their Registered Training Organisation (RTO). This is **in addition** to the units of competency listed under Commercial Cookery above.

<i>Approved teacher training program</i>	<i>Duration</i>
Industry specific training Certificate II in Hospitality (SIT20207)	4 day integrated training program at TAFE
Industry placement and assessment (Food and Beverage)	Up to 6 days

Teachers completing this training program are eligible to deliver and assess the following additional units of competency from *SIT07 Hospitality, Tourism and Events* Training Package that appear in the Hospitality Curriculum Framework course. The codes indicate:

- ✓ Compulsory for 240 hour Hospitality HSC course Food & Beverage Stream
- ∞ Elective for Certificate II Hospitality
- € Elective for Certificate II Hospitality (Kitchen Operations)
- √ Elective for 240 hour Hospitality HSC course
- ^ Core for Certificate II Hospitality.

<i>Unit</i>	<i>Code</i>	<i>Page/s</i>
SITHAC006A Clean premises and equipment	✓ ∞ €	43
SITHFAB003A Serve food and beverage to customers	✓ ∞ €	44
SITHFAB010A Prepare and serve non-alcoholic beverages	✓ ∞ €	44
SITXINV001A Receive and store stock	∞ € √	55
SITHFAB012A Prepare and serve espresso coffee	∞ € √	47
SIRXCCS001A Apply point of sale handling procedures	∞ € √	56
<b><i>SITHIND002A Apply hospitality skills in the workplace.</i></b>  This <b>holistic unit</b> of competency SITHIND002A Apply hospitality skills in the workplace requires demonstration of integrated skills for <b>a minimum of 12 complete service periods (shifts)</b> within the specified industry environment. It is Core for Certificate II Hospitality but not compulsory for the Framework.	^ √	56
In regard to the holistic unit, the TAFE RTO will determine how many service periods are needed depending upon the individual's industry experience		

School systems do not offer an Industry Specific Training program in the Accommodation Services Strand of the Hospitality Framework, as it is not generally delivered in schools.

Teachers are eligible to teach the same units of competency for which they are deemed competent as a result of an approved teacher training program.

Teachers wishing to deliver any units of competency from the elective pool that are not listed above must:

- Have achieved the unit(s) of competency and hold a transcript for the unit(s) of competency.
- Discuss the delivery of the unit(s) of competency with their vocational education consultant prior to delivery.

If delivery is supported by the RTO, provide a copy of the transcript for the unit(s) of competency to their school sector to obtain additional accreditation and approval to deliver the requested unit(s) of competency.

## Maintaining industry currency

The requirement for current knowledge will be met initially through completion of the approved teacher training program. Thereafter it is the responsibility of individual teachers to maintain industry currency. The hospitality standard for maintaining currency is a minimum of 30 hours industry contact over any two-year period. The Training Package states that those *“conducting assessment for qualifications at Certificate II and above”* must have *“Relevant industry experience in the field in which they are assessing.....Comprehensive current knowledge of the industry, current industry practices and the job role against which performance is being assessed....”*

“This comprehensive current knowledge may be developed and demonstrated through:

- participation in relevant industry professional development activities
- conduct of relevant industry projects and research activities
- recent and relevant work experience in a commercial environment
- involvement in professional industry networks and memberships
- participation in assessment and/or training activities conducted in the workplace”

(Refer to page 36 of the Board of Studies Syllabus Part A for this quotation from the SIT07 Training Package)

Additional ways Teachers can maintain industry currency include:

- industry contact and liaison
- collegial networks with a professional development focus
- interaction with colleagues through the VET teachers’ website at [www.govet.nsw.edu.au](http://www.govet.nsw.edu.au)

## Qualifications and industry experience

Teachers who have recent and relevant qualifications or experience may seek entry to or exemption from, some components of training or may claim eligibility to teach additional units of competency through the process of recognition of prior learning (RPL). All teachers are required to complete an orientation program.

## Assessor qualifications

Consistent with VETAB requirements, the NSW Department of Education and Training, Catholic Education Commission and Association of Independent Schools require that all staff assessing training package qualifications hold a Certificate IV in Training and Assessment TAA40104 (or Certificate IV Assessment and Workplace Training BSZ40198).

Prospective teachers who already hold Certificate IV in Training and Assessment TAA40104 (or Certificate IV Assessment and Workplace Training BSZ40198) should send a copy to the region or diocese VET consultant as evidence of the qualification.

## Using qualified assessors

Assessment for national recognition purposes (qualifications) must be undertaken by, or partnered through, a Registered Training Organisation (RTO). It is the RTO's responsibility to make arrangements and to ensure that a quality assessment process is in place.

The following outlines the different ways that the requirement to use qualified assessors may be met.

### Single Assessor – an individual assessor conducts the assessment

An Assessor is:

- required to hold formal recognition of competence in the relevant units in the Training and Assessment Training Package
- deemed competent and, where possible, holds formal recognition of competence in the specific units of competency in this Training Package, at least to the level being assessed
- demonstrate comprehensive current knowledge of the industry and current industry practices as they apply to the job role against which performance is being assessed. This may be demonstrated through at least one of the following:
- actual workplace experience within the last two years
- attendance at professional development or training and education activities focusing on good practice in the relevant industry competencies
- participation in professional or industry networks.

### Partnership arrangement – an assessor works with a technical expert to conduct the assessment

An Assessor is required to:

- hold formal recognition of competence in the relevant units in the Training and Assessment Training Package
- demonstrate current knowledge and skill in assessing against this Training Package in a range of contexts.

A technical expert shall be a person who has the relevant vocational competencies and is required to:

- be deemed competent and, where possible, hold formal recognition of competence in the specific units of competency from this Training Package, at least to the level being assessed.

- demonstrate comprehensive current knowledge of the industry and current industry practices as they apply to the job role against which performance is being assessed. This may be demonstrated through at least one of the following:
- actual workplace experience within the last two years
- attendance at professional development or training and education activities focusing on good practice in the relevant industry competencies
- participation in professional or industry networks
- communication and liaison with the assessor throughout the assessment process.

### **Assessment team/panel – a team or panel working together to conduct the assessment**

Members of an assessment team or panel that comprises assessment and industry experience and expertise works together in the collection of evidence and in making judgments about competency.

The members of the team must collectively meet the following requirements:

- Hold formal recognition of competence in the relevant units of the Training and Assessment Training Package;
- Be deemed competent and, where possible, hold formal recognition of competence in the specific units of competency from this Training Package, at least to the level being assessed.
- Demonstrate comprehensive current knowledge of the industry and current industry practices as they apply to the job role against which performance is being assessed. This may be demonstrated through at least one of the following:
- Actual workplace experience within the last two years
- Attendance at professional development or training and education activities focusing on good practice in the relevant industry competencies
- Participation in professional or industry networks.
- Demonstration of current knowledge and skill in assessing against this Training Package in a range of contexts.

## Resources/equipment requirements

Refer to Part A of the Hospitality Curriculum Framework Syllabus to ensure you meet BOTH the HSC requirements (Section 8) and the minimum requirements for the AQF qualification being sought. (Section 15)

**Certificate II in Hospitality (Kitchen Operations) SIT20307** Intended for food preparation workers and is the pathway to commercial cookery (Trade Pathway)

**Certificate II in Hospitality SIT20207** Intended for multi-skilled workers (maximum of 2 units of competency from commercial cookery and catering). It is essential that teachers hold Food and Beverage units if they are delivering units from that stream.

## Training environment

While the Training environment is not specified in the Training Package (SIT07), for most practical units of competency, students do need some access to industry standard facilities and equipment depending upon the units of competency and qualification being chosen.

Students would be severely disadvantaged if their first experience of a commercial kitchen, food preparation area and/or café/restaurant environment was for assessment purposes. Therefore, the Learning/Training Environment should reflect the assessment environment. How this is achieved must be locally determined.

## Environments, contexts and resources for assessment in the Tourism, Hospitality and Events industries

The Tourism, Hospitality and Events Training Package (SIT07) outlines specific advice regarding environments, contexts and resources for assessment. This information relevant to BOTH the qualifications available for school RTO delivery and is provided in Appendix 1 of this document (reproduced directly from the Training Package). Appendix 2 summarises individual units of competency relevant to school delivery which include the identification of a specific environment required for assessment – in most cases, these environments are variations upon those that appear in Appendix 1.

This information should be read in conjunction with the assessment advice provided in the evidence guide of each unit of competency.

## Holistic units of competency

Some units of competency from the SIT07 Tourism, Hospitality and Events Training Package require demonstration of integrated skills on multiple occasions within the specified industry environment. It is expected that final assessment of these units will be conducted following the completion of other units required for a qualification. However, the collection of evidence will take place over a period of time, and may commence before the completion of other required units.

The holistic units of competency that have been included in the Hospitality Curriculum Framework are:

- ***SITHCCC027A Prepare, cook and serve food for food service***  
a core unit of competency for Certificate II in Hospitality (Kitchen Operations) (SIT20307).
- ***SITHIND002A Apply hospitality skills in the workplace***  
a core unit of competency for Certificate II in Hospitality (SIT20207).

Details of these two units of competency are contained in Part B of the Syllabus. Information is also provided in Appendix 1 of Part B of the Syllabus (reproduced directly from the Training Package).

## Quality assurance requirements

The implementation of HSC VET courses must be monitored to ensure compliance with the Australian Quality Training Framework (AQTF) and the Board of Studies HSC requirements.

The following checklists have been designed to assist schools in this process:

1. Teacher qualifications
2. AQF VET qualification(s)
3. Resources/equipment
4. Student work placement
5. Student assessment

The checklists have been designed to be photocopied and completed by teachers implementing this course. Checklists for resources/equipment must be completed for both compulsory and elective strands. Principals should use these checklists to monitor the implementation of HSC VET courses to ensure compliance with AQTF and the Board of Studies HSC requirements.

It is the responsibility of the principal to complete the following forms and to forward them to the RTO Manager:

- Checklists for the Hospitality Curriculum Framework to be delivered in that year
- Principal's Confirmation of Quality Assurance Requirements (see General Information: Appendix 1)
- Monitoring Higher School Certificate Requirements (distributed to schools in February each year).

In addition, at the start of each year as part of the Board of Studies student entry requirements, schools are required to indicate via Schools On-line the qualification and units of competency that each student will be undertaking in the current calendar year and generating the Confirmation of VET Competencies report. This requires the completion of the **competencies entered** component of the eBOS-VCS. At the end of each year schools are responsible for entering for each student, via Schools On-line, the outcome of each unit of competency entered (using the Competency Outcomes shown in the list below). This information will be used to generate an AQF Statement of Attainment or Certificate and enables school-based RTOs to comply with reporting requirements.

## Resource/equipment requirements

Schools delivering units of competency in the Hospitality course must have access to specific resources/equipment. Students must have sufficient access to the specified resources/equipment to enable them to acquire and demonstrate competency.

The resources/equipment required to deliver and assess the units of competency may be accessed either on-site (at school) or off-site (including work placement).

Refer to checklist **3 Resources/equipment** for the list of resources required.

**All resource /equipment requirements must be read in conjunction with the Board of Studies Hospitality Syllabus (Parts A & B)**

**In the case of the compulsory HSC units, please check the HSC Requirements and Advice column in Part B of the Board of Studies syllabus for any specified range of resources and equipment.**



# Hospitality Checklists

## 1 Teacher qualifications

Teachers delivering and assessing the Hospitality Curriculum Framework must meet the VET teacher entry requirements (refer to page 4 of this document). Only teachers who have (i) completed the approved training program, (ii) commenced the approved training program, or (iii) been approved to deliver and assess on the basis of recognition of prior learning (RPL) may deliver this course. Teachers delivering and assessing this course must maintain industry currency.

List the names of teachers delivering Hospitality in the current year and indicate their training status and maintenance of industry currency by placing a ✓ in the appropriate box.

<i>Name of teacher</i>	<i>Approved training program</i>		<i>Approved to deliver/assess through RPL</i>	<i>Industry currency</i>
	<i>Completed</i>	<i>In progress</i>		

School:.....
RTO: .....
Principal's Name:.....
Principal's Signature..... Date: .....

## Hospitality Checklist

### 2 AQF VET qualification(s)

The school must be clear about which AQF VET qualification(s) the students will be working towards for each of the HSC course(s) they are undertaking.

For each HSC course being offered indicate the AQF VET qualification(s) and the anticipated qualification outcome for the qualification (✓ appropriate boxes).

HSC VET Course	Intended AQF VET Qualification	Anticipated Qualification outcome	
		Certificate	Statement of Attainment
Hospitality (120 hours)	SIT10207 Certificate I in Hospitality		
	SIT10307 Certificate I in Hospitality (Kitchen Operations)		
	SIT20207 Certificate II in Hospitality*		
	SIT20307 Certificate II in Hospitality (Kitchen Operations)*		
Hospitality (240-hours)	SIT10207 Certificate I in Hospitality		
	SIT10307 Certificate I in Hospitality (Kitchen Operations)		
	SIT20207 Certificate II in Hospitality*		
	SIT20307 Certificate II in Hospitality (Kitchen Operations)*		
Specialisation Study (_____ indicative hours)	SIT20207 Certificate II in Hospitality*		
	SIT20307 Certificate II in Hospitality (Kitchen Operations)*		

\*The Certificate II qualifications require the achievement of an holistic unit of competency.

School:.....
RTO: .....
Principal's Name:.....
Principal's Signature..... Date: .....

## Hospitality Checklist

### 3 Resources/equipment

#### Industry environments and contexts

Individual units of competency include, where relevant, an identification of the specific environment required for assessment. In addition to the broad requirements, assessment in these environments will require a range of equipment and resources specific to the industry context.

The following tables provide details of the resources and equipment requirements for each of the assessment environments specified within each unit of competency. The checklists indicate resources/equipment to which students **must** have sufficient access to enable them to acquire and demonstrate competency. Resources/equipment may be accessible either On Site (at school) or Off Site (including the work placement).

The checklists have been packaged according to the qualification/s your school will be delivering, that is:

- **Certificate II in Hospitality (Kitchen Operations) (SIT20307)**

or

- **Certificate II in Hospitality (SIT20207)**

Schools must decide which qualification they will deliver and use only the checklists relevant to that qualification.

**NOTE:** Some units of competency will appear in both qualification checklists as they count towards both qualifications.

On the following, Checklist 3 - Resources and Equipment:

- Indicate how students will access the specified resources/equipment.
- If access is Off Site, provide details of how this will occur
- Principals must complete the sign-off at the end of each unit of competency being delivered.
- Principals must **also** complete the sign-off at the end of each checklist section.

Refer to Part A of the Syllabus to ensure you meet BOTH the HSC requirements (Section 8) and the Packaging Rules for the qualification being sought (Section 15).